

Texas Historical Commission Job Vacancy Notice

Position Title:	Preservation Specialist, Texas Main Street Program
Classification Title:	Program Specialist IV/Architect II
Job Posting Number:	18-6
Salary:	\$4,584.00 - \$5,416.00/month Program Specialist IV \$5,416.00 - \$6,065.00/month Architect II
Salary Group/Class#:	B-20/1573 Program Specialist IV B-23/2264 Architect II
FLSA:	Exempt
Opening Date:	07/28/2017
Closing Date:	Until filled
Duration:	Regular, Full-time
Hours/Week:	40
Work Location Address:	1304 Colorado, Austin, Texas 78701

JOB OBJECTIVE: Perform complex (journey-level) architectural work for the Texas Historical Commission (THC) Community Heritage Development Division. This position is part of the agency's Texas Main Street Program, a preservation-based, downtown revitalization effort with a 35-year track record of assisting Texas communities of various sizes. The design staff provide architectural assistance in the area of historic preservation to building owners across nearly 90 official Texas Main Street communities. This position undertakes building condition assessments, conceptual design, and recommendations to assist preservation-based projects so that local, small-scale, and high-quality real estate development becomes more achievable in historic Texas downtowns.

Design staff provide tailored urban design, preservation, architectural, and landscape design services with an emphasis on historic commercial and civic buildings or public spaces to local officials, private property owners, developers and colleagues. Research and provide technical expertise in all areas of historic building maintenance, rehabilitation, or restoration and for infill construction within historic districts. Preservation, construction, architectural and urban design expertise is desired for this position along with a passion for providing community assistance and revitalizing historic places.

Work involves providing assistance in office and field settings and taking a leadership role in encouraging preservation, in conformance with The Secretary of the Interior's Standards. This position works with other members of the program team, including an architect and designers, economic development and city planning professionals. The Main Street Architect may plan, assign and coordinate work projects as well as mentor and guide other design staff. The position works under general supervision and direction of the Texas Main Street Program state coordinator with latitude for the use of initiative and independent judgment.

ESSENTIAL DUTIES:

On-site Preservation Consultations

1. Meet with building owners to establish design needs.
2. Inspect public spaces and buildings, prepare designs and consult on maintenance, repair and historic preservation of buildings and compliance with Americans with Disabilities Act (ADA) and Texas Accessibility Standards.
3. Oversee or determine functional and spatial requirements of new structures or renovations; and prepare information regarding design, structure specifications, materials, color, and equipment.
4. Provide preservation and architectural advice in conformance with *The Secretary of the Interior's Standards*.

Complete Design Renderings and Field Reports

5. Oversee or utilize freehand sketching, computer and graphic resources to effectively and efficiently convey design and preservation concepts or solutions.
6. Oversee or develop preservation and architectural advice, concepts, and renderings in conformance with *The Secretary of the Interior's Standards*.
7. Design recommendations for maintaining, rehabilitating and restoring historic buildings, public spaces and districts to facilitate preservation and economic revitalization.
8. Prepare preliminary plans and studies to address layouts, access, parking, public spaces, architectural and streetscape elements and performs quality and quantity analyses of building materials.
9. Oversee or utilize design recommendations and reports as a tool for persuading managers and property owners about the historic significance of their property and community and the desirability and feasibility for preservation outcomes.
10. Demonstrate ability to research facts and analyze a situation before reaching design decisions.
11. Design and plan layout of projects, including preparing general drawings and limited specification documents.
12. When appropriate coordinate the consultation and recommendations with Architecture Division review staff.

Training and Education

13. Train city officials, public and private building owners, the general public and Main Street boards and committees in Main Street communities, at conferences and group trainings.
14. Communicate design concepts, THC procedures, and Main Street methods.
15. Exhibit enthusiasm and passion for historic preservation principles encouraging a high standard of excellence in Main Street communities.
16. Maintain effective and productive relationships with Main Street Managers.
17. Provide training for Main Street managers in all areas of design, including history of architecture, public improvements, preservation, urban design, sustainability and more.
18. Provide information about design issues such as architecture, urban design and building rehabilitation.
19. Work with Main Streets to enhance understanding and appreciation for historic roads and highways as cultural landscapes.
20. Encourage diversity in preservation programs, workshops and other activities.
21. Support Main Street communities in pursuing Certified Local Government status.
22. Train Main Streets in the use of tax credits so that they can promote and assist in their use locally.
23. Develop training topics to local governments through webinars that also support professional credit when possible.

Preservation Issues, Knowledge and Expertise

24. Pursue knowledge of preservation issues, techniques, and trends for their potential ramifications on Main Street communities and property owners.
25. Conduct special studies, reducing facts to specific findings, and recommend solutions.
26. Provide design expertise and serve on other agency committees.

General

27. Participate in resource teams for new cities; planning and completing reports such as design section of resource team manuals and others for local audiences with only a general knowledge of architecture and preservation.
28. Adhere to established work schedule with regular attendance.
29. Follow all THC safety guidelines/procedures and ethics requirements.

NON-ESSENTIAL DUTIES:

30. Perform other duties as assigned.

QUALIFICATIONS/REQUIREMENTS (The application must specifically state how each of the following qualifications are met):

- Graduation from an accredited college or university with a professional Architecture degree. Graduate level or professional historic preservation, real estate development, or urban design experience if combined with construction experience or a pre-professional Architecture degree may be substituted for a professional Architecture degree;
- Work experience utilizing urban revitalization principles and public place making techniques and procedures as well as historic materials and construction techniques;
- Experience in the use of standard tools of the profession and interpreting architectural plans and specifications;
- Valid driver's license, acceptable driving record and ability to drive a state vehicle; and
- Required to travel up to 20% of the work period.

PREFER:

- Registered as an Architect by the Texas Board of Architectural Examiners, NCARB and/or another state's architectural licensing board;
- Architectural project or construction management experience;
- Experience in historic preservation;
- Candidates that meet the Secretary of the Interior's Professional Qualifications for Historic Architecture; and
- Free-hand drawing capabilities.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of the Secretary of the Interior's Standards and skill with interpreting the Standards;
- Knowledge or experience related to sustainable design or LEED is beneficial;
- Knowledge and experience in urban design with expertise in one or more of the following; adaptive use projects; mixed-use urban projects, or public space projects;
- Knowledge of urban revitalization principles and public spaces making techniques and procedures as well as historic materials and construction techniques;
- Working understanding of building codes, especially in relationship to historic properties;
- Skill in digital and freehand graphic presentation;
- Skill in effective public speaking;
- Ability to perform design functions and to train others;
- Ability to train local program participants and property owners through in-person and written communications;
- Ability to evaluate and convey the architectural feasibility of rehabilitations;
- Effective verbal and written communication, human relations and organizational skills;
- Effective critical thinking skills;
- Skill in providing customer service excellence to both internal and external customers;
- Skill in operating a personal computer with word processing, database and spreadsheet software;
- Ability to analyze problems, evaluate alternatives and recommend effective solutions;
- Ability to process information in a logical manner and to assess validity;
- Ability to work in a setting requiring self-motivation/cooperative decision-making and to work effectively with diverse groups of people;
- Ability to work effectively under pressure and meet strict deadlines while maintaining extreme attention to detail;
- Ability to multi-task in a fast-paced environment;
- Ability to adapt successfully and quickly to change and deliver quality results in a timely manner;
- Ability to plan, organize and work independently, as well as within a team environment;
- Ability to exercise sound judgment and discretion; and
- Ability to maintain the highest level of confidentiality.

REGISTRATION, CERTIFICATION, OR LICENSURE:

A portfolio of work showing design and preservation experience is required for candidates reaching the interview stage.

Must be registered as an Architect by the Texas Board of Architectural Examiners, NCARB and/or another state's architectural licensing board to be considered for the Architect II position.

Must have or obtain a valid Driver's License and Defensive Driving Course to be able to operate state vehicles.

ENVIRONMENT/PHYSICAL CONDITIONS: Normal office work environment and may have exposure to dust and environmental allergens consistent with normal business activities and human contact. Mostly sedentary in nature but may involve walking; standing; pulling and pushing; kneeling, stooping and bending; performing tasks requiring fine motor skills and coordination; and safely lifting and carrying items weighing up to 30 pounds. Must be able work extended periods at a computer, and may require working extended hours and some evenings, weekends and overnight, as needed. Involves safely operating a state vehicle and driving for long distances and traveling by airplane.

REMARKS (Application procedures, Special requirements): State of Texas application must be submitted through the Work In Texas website at www.workintexas.com. You must have a Work In Texas profile in order to login and complete the application.

If you have questions regarding the application process, please contact your local Work in Texas office. Only applicants interviewed will be notified of their selection or non-selection. Resumes will NOT be accepted in place of a completed application.

The Texas Historical Commission is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, genetic information, age or disability in recruitment, selection, appointment, training, promotion, retention or any other personnel action or deny any benefits or participation in programs or activities which it sponsors.

Section 651.005 of the Government Code requires males, ages 18 through 25, to provide proof of their Selective Service registration or of their exemption from the requirement as a condition of state employment.

As part of the employment process, THC will conduct a driving and criminal background check. Unsatisfactory information relevant to the position may disqualify the applicant from employment.

Disability access for testing and interview accommodations can be provided upon reasonable notice by contacting Human Resources at 512-305-6729.

THC participates in E-Verify and will provide the Social Security Administration and, if necessary, the Department of Homeland Security with information from each new employee's Form I-9 to confirm work authorization.

Additional Military Crosswalk information can be accessed at:

http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_ProgramManagement.pdf or
http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_EngineeringandDesign.pdf

Veterans: Go to www.texasskillstowork.com for assistance with translating your military work experience and training courses into civilian job terms, qualifications/requirements and skill sets.

For New Hires/Rehires: Health insurance is available the 1st of the following month after a 60-day waiting period.

AN EQUAL OPPORTUNITY

AFFIRMATIVE ACTION EMPLOYER